

**ONE MONTH TO FIVE DAYS PRIOR****OVERVIEW**

If the financial institution previously chose not to forward CDR material, the examiner may contact the institution regarding going to the financial institution and collecting information requested in the CDR.

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**ADDITIONAL  
DATA  
REQUEST**

Optional Procedure
<p>1. Obtain data during PEP when geographic distances or examiner proximity permits.</p> <p>Data requested in the CDR may be obtained from the financial institution for review during PEP when geographic distances or examiner proximity permits.</p>
<p>2. If possible, examiners should go to the financial institution scheduled for examination and collect documents requested in the CDR.</p> <p>The examiner should telephone the institution to inform management of his/her intentions to obtain information requested in the CDR.</p> <p><b>NOTE: Examiners should NOT remove original documents from the institution.</b></p>
<p>3. While collecting information, examiners should conduct a preliminary meeting with financial institution management to explain the examination process and expected on-site examination start date.</p>